



Minutes – Approved
Public Records Board
August 28, 2017; 1:00pm – 3:30pm
Legislative Audit Bureau
22 E. Mifflin St – 4th Floor Conference Rm

Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Paul Ferguson, Anne Sappenfield, and Melissa Schmidt

Board Members Not Present: Peter Sorce

1) Call To Order: 1:01 PM.

- 2) Approval of June 12, 2017 Meeting Minutes:** The Board reviewed the June 12, 2017 draft minutes. Anne Sappenfield moved, seconded by Sandy Broady-Rudd, that the June 12, 2017 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Matt Blessing	X		

3) Committee Reports

a. Records Management Committee:

- i) Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2017 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that most of the issues and suggestions made were routine in nature. He noted that the number of submissions was smaller than is typical for this quarter. The Board Chair opened a discussion of the index by Board members. Board members asked a few questions about specific submissions which were discussed and answered.

Melissa Schmidt moved, seconded by Sandy Broady-Rudd, that the submissions on the third quarter 2017 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Matt Blessing	X		

b. Operations and Training Advisory Committee: The Committee Chair, Sandra Broady-Rudd, noted that the committee met in July. Sarah Grimm and Andrew Baraniak reviewed the Digitization Project Guidance documents which will be presented later in the meeting under Other Business. Sandy noted that the committee discussed and identified specific topics they felt should be included in an email guidance document. The committee will be drafting an email guidance document for the Board's review. Two committee members terms are expiring, Dawn Bluma and Dawn Oashgar. Dawn Bluma has agreed to serve another one-year term.

c. Policy and Governance Committee: The Committee Chair, Matt Blessing, said the committee met and discussed three main topics: State Archives Preservation facility, municipal manual updates, and proposed General Records Schedule (GRS) policy and related documents revisions. The new State Archives should be complete in November. Following a couple months of prep work the Historical Society staff anticipates that the moving of collections will begin in January 2018. The Historical Society staff is currently working on a revision of the municipal manual, also known as the Orange Book. They are working with local unit subject matter experts to ensure current services and records are addressed. Matt noted there was an in-depth discussion of the current GRS policy and the documents related to the policy which is the next item on the agenda.

i) General Records Schedule Policy: Kathryn Egeland overviewed the current GRS documents, their history, and provided proposed revisions for the Board to discuss on the Policy for GRS Implementation, Notification of General Schedule Adoption, and Introduction to GRSs. The Board agreed that reviewing the documents all at once is a good idea and appreciated the efforts of the Board Support Staff that took time to prepare the provided documents. The Board members had an in-depth discussion of the proposed revisions, the intent of the policy, and how the documents are used by records managers throughout the state. Following the discussion, it was decided that Board Support Staff would reach out to other records management stakeholders and provide feedback to the Policy Committee. The committee would meet to review the feedback and then provide the Board with their recommendations at the November 20, 2017 meeting.

4) Other Business

a. Attorney General Designee Perspective as Records Management Committee (RMC) Member: Paul Ferguson overviewed his role as a member of the RMC. When he reviews submissions, he focuses on two primary areas: retention time and consistency and clarity of the description. When reviewing retention times Paul considers if the records will be around for a sufficient amount of time for potential litigation needs. He also looks at descriptions for consistency with the retention, event, and dispositions listed. Additionally, when he reviews descriptions he is looking to see if the records are clearly identified. Paul noted that lengthy descriptions can be confusing and make identifying the records being covered difficult to

discern. He also shares in the committee's collective responsibility to double check that all of the fields are completed, appropriate grammar is used and generally that everything is correct.

- b. Digitization Project Guidance Documents:** The Board Chair overviewed the history of the grant project the Wisconsin Historical Society (WHS) has been working on the past three years. A need for consistent guidance regarding the digitization of records was identified early in the project. The Digitization Projects Guidance documents have been developed by the WHS staff to address this need. There are two separate documents, one specific to state agencies and one for local units of government. Sarah Grimm overviewed the documents and responded to questions from the Board members. The Board members were very impressed with the thought and detail provided and commended the work it took to create the documents. Following the discussion, the Board members thought listing the documents and providing the link to them on the WHS webpage on the Related Links page of the Board website was a good idea. They did not feel comfortable listing the documents on the Reference Materials page as a Board sponsored and approved document at this time. Board members made suggestions for additions and revisions that they would like to see if they were going to be asked to approve the documents at a future meeting.

Meeting Adjourned at 3:30 PM.

Next scheduled meeting: November 20, 2017.